Introduction

Charts and graphs can be powerful tools for conveying information and Calc offers a variety of ways to present data. They can be customized to a considerable extent, enabling information to be shown in the clearest manner.

For readers interested in effective ways to present information graphically, two excellent introductions to the topic are William S. Cleveland's *The Elements of Graphing Data*, 2nd edition, Hobart Press (1994) and Edward R. Tufte's *The Visual Display of Quantitative Information*, 2nd edition, Graphics Press (2001).

Chart Wizard

Use the Chart Wizard to create an initial chart using data in a spreadsheet. Then use the Chart Wizard options to change the type of chart, adjust data ranges, and edit some chart elements. Each change is immediately seen in the underlying chart.

Overview of Chart Wizard

	A	B	C	D
1		**Equipment Rentals**		
2		Canoes	Boats	Motors
3	Jan	12	23	47
4	Feb	9	31	54
5	Mar	14	27	56
6	Apr	17	28	48
7	May	13	19	39
8	Jun	8	27	52

Figure 72: Example data for creating a chart

To demonstrate the process of using the Chart Wizard to create charts, the data shown in Figure 72 is used in the following sections. Here is an overview of the basic steps:

1) Select the cells containing all of the data—including names, categories, and labels—to be included in the chart. The selection can be a single block, individual cells, or groups of cells (columns or rows). In this example, it may be best to select the cell range A2:D8, which will intentionally omit the overall title "Equipment Rentals" from the chart.

> ### Tip
>
> When the data is in one place, the Chart Wizard can guess the range and create an initial chart even if all of the data is not selected. Before opening the Chart Wizard, just place the cursor or select a cell anywhere in the area of the data.

2) Do one of the following. This will cause a chart to be placed on the spreadsheet as an object (Figure 73) and the Chart Wizard dialog will be opened (Figure 74).
   – Go to **Insert > Chart** on the Menu bar.
   – Click the **Insert Chart** icon on the Standard toolbar.

3) Choose the chart type and make any other selections desired. The options are explained below.

4) Click **Finish** to save the selections and close the Chart Wizard.

The following sections provide further details about using the Chart Wizard.